

MEDICAL Reviewer/Vaccine Screener - Job Action Guide

Qualifications: Licensed Medical and/or Nursing Personnel; must have completed vaccinator training.

Mission: Screen registered clients to ensure they are good candidates to receive vaccination. Review the benefits and risks of treatment/prophylaxis and identify those persons who have contraindications. Answer patient questions. Forward patient to vaccination station.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: Event Manager

Equipment:

Educational Materials and forms, Pens, Physicians Desk Reference, Medical Dictionary, Phone/walkie talkie.

PPE: Must wear mask and face shield/goggles/safety glasses, and gowns.

Immediate Duties:

- Receive briefing from Medical Operations Chief.
- Ensure that work station is physically set up and ready for operations.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.

Ongoing Duties:

- Review screening forms for evidence of contraindication or potential drug interaction to first line prophylactic agent and disease symptoms.
- Verbally confirm each condition for both client and any close contacts.
- Confer with Lead Screener or physician "on-call" if further consultation/evaluation regarding eligibility is needed.
- Answer any medical questions concerning methods and reactions.
- For non-English reading/speaking clients, contact interpreter and obtain information necessary to complete screening form.
- If client refuses vaccine, direct them to the exit.

Shift Checklist:

- Sign personnel checklist.
- Wear badge at all times.
- Report to oncoming Medical Review personnel.
- Sign off/report to Clinic Manager.

Please enter your hours after each shift. Thank you!

SWVA MRC-Volunteer Hours & Responsibility Tracker 2021